

Art + Art History

ART INTERNSHIP **art 4395-001 | 4695-001**

Spring 2019

INSTRUCTOR	Pauline Hudel Smith
OFFICE	FA-379
OFFICE PHONE	817.272.2891 [leave a message]
EMAIL ADDRESS	phudel@uta.edu
FACULTY PROFILE	https://mentis.uta.edu/explore/profile/pauline-hudel-smith
OFFICE HOURS	email for an appointment
COURSE & SECTION	Art 4395-001 26059 / Art 4695-001 22993
TIME & PLACE	See schedule
PREREQUISITE	must have an internship to register - faculty sponsor approval

DESCRIPTION COURSE CONTENT

ART 4395 - 3 HOURS.

An opportunity to apply academic training as participant/observer in a professional organization relevant to a major area of concentration. With permission of advisor, internships may be repeated for up to a maximum of nine hours credit. Internships must be arranged with the internship supervisor in the semester prior to enrolling for this course. Prerequisite: permission of faculty sponsor.

ART 4695 - 6 HOURS.

An opportunity to apply academic training as participant/observer in a professional organization relevant to a major area of concentration. With permission of advisor, internships may be repeated for up to a maximum of nine hours credit. Internships must be arranged with the internship supervisor in the semester prior to enrolling for this course. Prerequisite: permission of faculty sponsor.

STUDENT LEARNING OUTCOMES

After the successful completion of this course, a student will be able to

- apply design/art in a real world setting
- develop a better understanding of classwork and how it applies to the profession
- have a greater understanding of technical knowledge within your major area of concentration

READING MATERIAL

The Internship Packet
The- Do-It-Yourself Internship Guidebook [If available]

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Step by Step

SEMESTER BEFORE

step 1 Prepare the semester before Portfolio, resume and interview.

BEFORE REGISTRATION

step 2 Download Paperwork. Read everything.

step 3 Verify student requirements.

step 4 Have an internship before signing up for the class credit. The schedule is between you and your supervisor.

step 5 Your Faculty Sponsor and supervisor are your mentors and will need to sign your paperwork electronically.

step 6 Submit paperwork to Mary Kate in the advising office, prior to first day of your internship. The following completed forms are required before you can register for credit.

- Contract
- Memorandum
- Article of Intent

DURING INTERNSHIP

step 7 Keep a daily log sheet and collect work samples for mid semester and final turn in.

step 8 Be professional. 100% participation/attendance. Act responsibly. You represent UTA.

step 9 Contact Faculty Sponsor sometime during the semester to keep them informed of your progress.

MID TERM

step 10 Mandatory mid semester meeting. Check MyMav email for meeting dates. The Friday of the second week of October, March or July.

step 11 Submit mid term paperwork electronically to drop box. Include:

- Mid-semester Log Sheets
- Portfolio or Art History Essay
- Mid-Semester Evaluation
Sent directly to Supervisor through email -returned directly to Art Office.
- Presentation (optional)

INTERNSHIP continued

repeat steps 7, 8 & 9

FINAL

step 12 Submit all final paperwork electronically to basecamp. Include:

- Final Log Sheets
- Student's Self Evaluation
- Portfolio or Art History Essay
- Exit Interview Form - Faculty Sponsor
- Final Evaluation
Supervisor must send through email to phudel@uta.edu

step 13 Exit interview. Make an appointment with your Faculty Sponsor the last week of classes to review paperwork.

"As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course."
-Pauline Hudel Smith

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Attendance

PROPOSED WORK SCHEDULES ARE BETWEEN YOU AND YOUR EMPLOYER AND WORK HOURS CANNOT OVERLAP REGULARLY SCHEDULED CLASS TIME.

FALL/SPRING SEMESTER

15 WEEKS

- **3 credit hours** Art 4395
12 work hours [weekly] = 180 total hours [semester]
- **6 credit hours** Art 4695
24 work hours [weekly] = 360 total hours [semester]

SUMMER SEMESTER

5 WEEKS

- **3 credit hours** Art 4395
36 work hours [weekly] = 180 total hours [semester]

11 WEEKS

- **3 credit hours** Art 4395
17 work hours [weekly] = 180 total hours [semester]
- **6 credit hours** Art 4695
33 work hours [weekly] = 360 total hours [semester]

ATTENDANCE POLICY

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, [insert your attendance policy and/or expectations, e.g. "I will take attendance sporadically" or "I have established the following attendance policy: ..."] However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

DROP POLICY

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wwwweb.uta.edu/aao/fao/>).

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Grading

GRADING POLICY

Your supervisor is responsible for providing your grade. You will be evaluated twice during the semester - once at mid term and again at the end of your internship. Your supervisor is required to send the evaluation forms directly to the Pauline Hudel Smith phudel@uta.edu from an official company email.

[7] Final Evaluation - Supervisor [Due: Last Friday of Nov, April or July]

Thank you for participating in the UTA Art + Art History Internship program. We appreciate your help with our student's professional development.

Student _____ Internship Location _____

Completion of Assignments Excellent Very good Good Fair Poor

Completed work within the allotted time.

Quality of Work Excellent Very good Good Fair Poor

Work is at an introductory professional level.

Technical Knowledge Excellent Very good Good Fair Poor

Understood tools / procedures of the job.

Initiative Excellent Very good Good Fair Poor

Works pro-actively and is resourceful.

Creativity Excellent Very good Good Fair Poor

Attempts to develop creative solutions to problems.

Collaboration Excellent Very good Good Fair Poor

Ability to deal with co-workers / clients. Seeks advice.

Attitude Excellent Very good Good Fair Poor

Behavior is appropriate, positive attitude.

Dependability Excellent Very good Good Fair Poor

Responsive to direction. Accepts responsibility. Reliable.

Problem Solving Excellent Very good Good Fair Poor

Recognizes need for corrective action Attempts to facilitate solutions

Communication Excellent Very good Good Fair Poor

Ability to communicate verbally / written Accepts criticism.

Comparison Excellent Very good Good Fair Poor

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General School Policies

DISABILITY ACCOMODATIONS

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

COUNSELING AND PSYCHOLOGICAL SERVICES, (CAPS)

www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

NON-DISCRIMINATION POLICY:

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

TITLE IX

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu

ACADEMIC INTEGRITY

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

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General School Policies

ELECTRONIC COMMUNICATION

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

CAMPUS CARRY

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

STUDENT FEEDBACK SURVEY

At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

FINAL REVIEW WEEK

for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

STUDENT SUPPORT SERVICES

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>. and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

EMERGENCY PHONE NUMBERS

In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381